BlackBoard User Guide

Welcome to Blackboard!

To log-in: http://e-inteam.blackboard.com
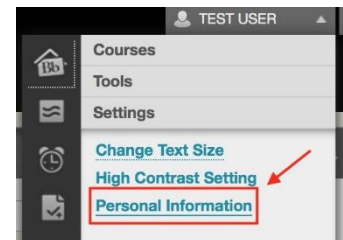**Username:** Your Personal / School Email
Password: inteam1234
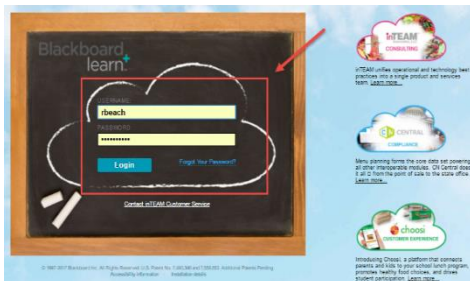
- *To Access Personal Information*- click on your name on the top right corner of your screen.

- *To Log Out*- click on the [Power] button on the top right corner of your screen, next to your name.

Hint: You may change your password by clicking on your name at the Top Right Corner of the screen. Click: [Settings] > [Personal Information]> [Change Password]

NEW FEATURES: DASHBOARD

The new Dashboard tab allows you to track course completion, access courses depending on your assigned learning path, **the new way to access Course Certificates,** and a new Learner Transcript!

NOTE: Your login information for Dashboard is the same as your Blackboard login information

Dashboard:

- Select the "Dashboard" tab

- **Withdraw from Course-** You can withdraw from a course by selecting this option

- **Print Transcript-** This options generates a Learner Transcript that meets the USDA required fields for tracking Professional Standards requirements

- **Edit Account-** This option allows you to edit your last & first name, email address, phone number, and password

Dashboard:

- **Active Courses**– These are courses that have not yet been completed

- **Completed Courses– Completed Courses will show in this section 3 hours after the course has been completed** and will list the grade earned. Clicking on a completed course will access the **COURSE CERTIFICATE** (note: this is the new and only way to access course certificates) Due to course maintenance, please print certificates immediately as they are earned.
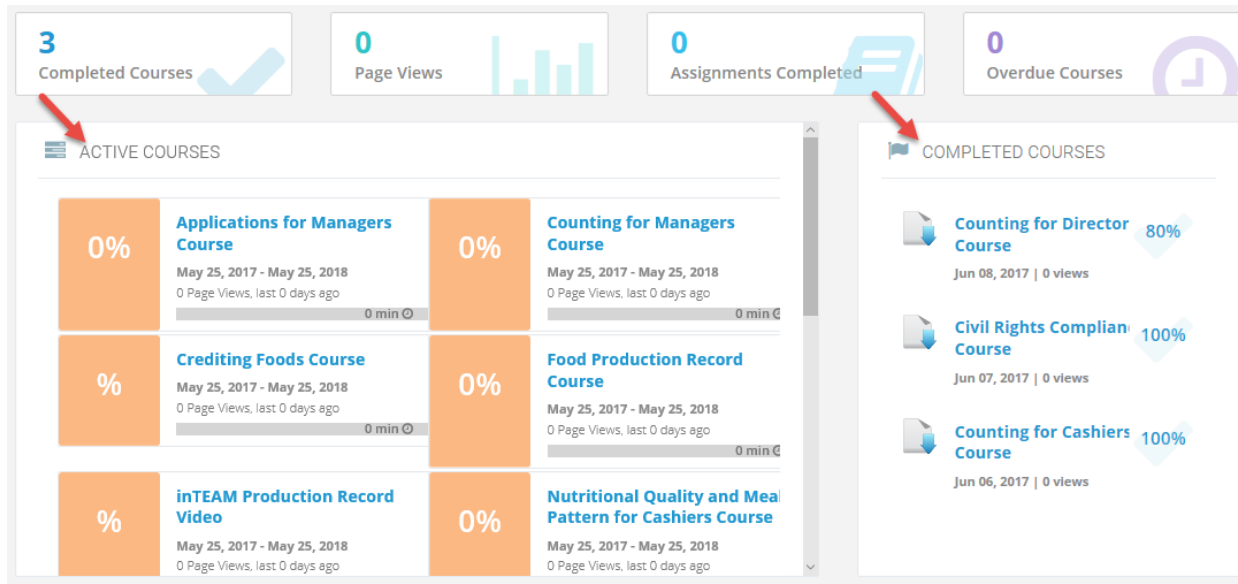
- **Enrollment Status–** This section has a visual representation on the number of courses completed compared to the number of course that have not been started

- **Learning Paths-** This section indicates which learning path you have been assigned, which determines the courses that you are enrolled in

- **Course Activity-** This section tracks the number of times that you have accessed courses in the last 30 days
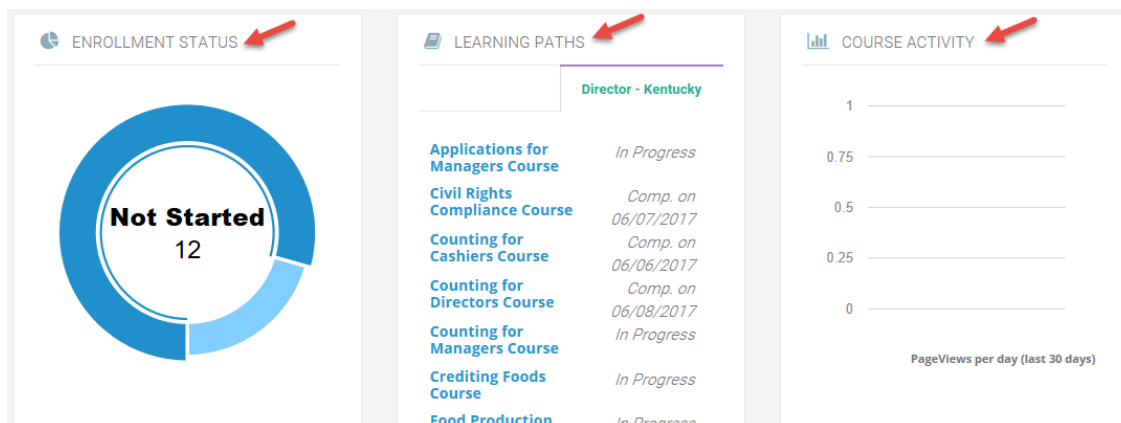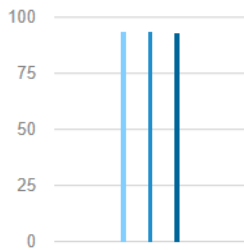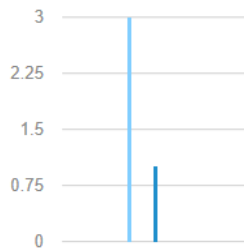
- **Statistics-** This section has graphs that compares your average grade, completed courses, average days to complete, and access per week compared to other people in the same Affiliation (State) and all inTEAM eLearning users
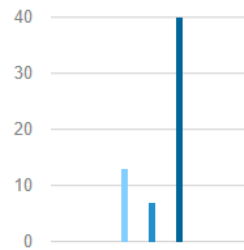

To Access your Courses through the Home tab:
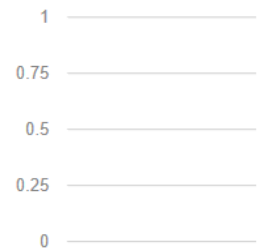- Select the Home tab
- Click the Course you would like to access under "My Courses"

The hyperlinks on the left side of the screen will help you navigate through your course.

- **Get Started!-** The "Home" page.

- **Announcements and Help**– Will display and new announcements about courses available to you. This page will also guide you to the Help Center where you can Submit a Request or Live Chat with any questions you may have.

- **Courses–** This area has a folder that contains the course and post-test.

- **Grades–** This area displays your results for that post-test.

Example Screenshots:

- **Courses–**

Courses

Counting for Cashiers Course and Post Test

This course addresses the responsibilities and practices of the cashier in counting and recording reimbursable school meals and reviews student eligibility and recording meals.

Key Area: Administration

Professional Standards Learning Code: 3310

Please set aside 30 minutes to complete the course and test.

- **Grades–**

My Results

All	Evaluated	Upcoming	Submitted		Order by:	Course Order

ITEM	LAST ACTIVITY	RESULT
Weighted Total View Description Evaluation Criteria		-
Total View Description Evaluation Criteria		100.00 /100
Counting for Cashiers Post-Test View Description	May 25, 2017 12:22 PM EVALUATED	100.00%